

Rowe v. Ray

Civil Action No. 3:19cv418

EXHIBIT F



VIRGINIA
DEPARTMENT OF CORRECTIONS
SUSSEX II STATE PRISON

Offender Request 801_F3A_7-12

Offender Request

DIRECTIONS

1. Fill in your Name, Number, Full Housing Assignment
2. Please Print your request; KEEP IT BRIEF
3. Drop in the appropriate Mail Box
4. Requests may be returned unanswered if addressed to the wrong department or if duplicate requests are sent.

YOUR LAST NAME	FIRST	MI	NUMBER	BLDG/CELL
Rowe	Uhuru	B	1131545	1B-10
WORK ASSIGNMENT	ASSIGNED COUNSELOR	TODAY'S DATE		
	Owen	5-29-18		

TO: ☐ Counselor ☐ Medical ☐ Personal Property ☐ Law Library ☐ Mailroom
☐ Unit Manager ☐ Mental Health ☐ Education ☐ Hearings ☐ Accounting
☐ Ombudsman ☐ Dentist ☐ Food Service ☐ Recreation ☐ Commissary
☐ IPM-Programs Mgr. ☐ Chaplain ☐ Workforce Specialist ☐ Enterprise Laundry ☐ Laundry
☐ EBP Manager ☐ Assistant Warden ☐ Warden ☒ Other Ms. Shaw - Senior Counselor

CHECK PURPOSE: ☐ Appointment Request (Applicable departments only.) ☒ Question/Statement

Ms. Shaw, I was suppose to start working as an Aide for Ms. Bradley on today, however,
when I showed up for work, I was told I wasn't on the master Pass list. I suspect this is
So because I was in the Restrictive Housing unit - under investigation - from May 10
until May 14. I did not receive a disciplinary infraction and I was placed back
in Housing Unit #1. Ms. Bradley says that you simply have to re-assign me
as an Instructional Aide. Can you please tell me what is going to be done in
regards to me and this job. Thanks.

DO NOT ATTACH ADDITIONAL PAGES; DO NOT WRITE BELOW THIS LINE

RESPONSE

Request sent to correct department ☐ Yes ☐ No; Routed to: _____ Date: _____

Mr. Rowe, according to information, that I received
from Administration I was instructed that you
were not to work in the DCE area.

Offender seen ☐ Yes ☐ No

S. Shaw, Sr Counselor
 Official Responding

6.4.2018

Date of Response